

# **BOARD OF EXAMINERS OF LANDSCAPE ARCHITECTS**

## **MINUTES OF THE MEETING OF THE BOARD**

**DATE 25 February 2009**

**PLACE 1511 Pontiac Avenue, Building 69-2 Conference Room,  
Cranston, RI**

**MEMBERS PRESENT Mr. Carter, Mr. Pilz and Ms. Votta**

**OTHERS PRESENT Ms. Christina Styron, Administrative Assistant  
Mr. Richard W. Bernstein, Legal Counsel  
Mr. Brian J. Riggs, DBR Department Budget Administrator**

**AGENDA ITEM 1 Chairman Carter called the meeting to order at 2:15 PM.**

**Call to Order**

**AGENDA ITEM 2 Chairman Carter made a motion, seconded by Secretary/Treasurer Pilz, to approve Approval of Minutes the minutes of the 21 January 2009 meeting. The motion was passed unanimously.**

**AGENDA ITEM 3. The Committee did not move to go into Executive Session.**

**Executive Session**

**AGENDA ITEM 4 1. There was no correspondence received.**

**Correspondence**

**AGENDA ITEM 5 LA applications**

**Applications–LA & COA**

**Robert Smith – Ms. Votta made a motion, seconded by Secretary/Treasurer Pilz, to approve Mr. Smith’s application for reciprocity with Colorado. He will not be required to take the RI State exam. The motion was passed unanimously.**

**COA applications**

**Landscape Elements, LLC – question of one employee. The Board reviewed a letter from Ms. Pascarella.**

**Secretary/Treasurer Pilz made a motion, seconded by Ms. Votta, to have Ms. Pascarella send a letter to Minority Business and clarify the information with them with a cc to the Board and to delay approval until a copy is received by the Board. The motion was passed unanimously.**

**Tupelo Gardenworks, Ltd. – The Board reviewed a letter from Catherine Weaver in which she requests withdrawal of the COA application. She stated that Tupelo Gardenworks Ltd. will continue to offer only residential landscape design services that do not fall under the scope of landscape architectural services.**

**Ms. Votta made a motion, seconded by Secretary/Treasurer Pilz, to accept the withdrawal of this COA application and to send a letter of closure. The motion was passed unanimously.**

**The Board reviewed the following new COA applications:**

**Allen & Major Associates, Inc. listing Robert Clarke as the LA in responsible charge.**

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**Tavella Design Group LLC listing Thomas Tavella as the LA in responsible charge.**

**Secretary/Treasurer Pilz made a motion, seconded by Ms. Votta, to approve the two above listed COA applications pending receipt of a Certificate of Good Standing from the RI Secretary of State's office. The motion was passed unanimously.**

**The Board reviewed the following amended COA applications:**

**Phillip Colleran – changing from sole proprietorship to exempt from COA – not offering services in RI at this time.**

**Brian Kent – changing from sole proprietorship to exempt from COA – not offering services in RI at this time.**

**Secretary/Treasurer Pilz made a motion, seconded by Ms. Votta, to approve the two above listed COA applications as exempt from the COA requirement. The motion was passed unanimously.**

## **AGENDA ITEM 6 a. Review & update Rules & Regulations**

### **Old Business**

**There is no update on this agenda item.**

## **AGENDA ITEM 7 a. Miscellaneous**

### **New Business**

**Secretary/Treasurer Pilz drafted an Informational Bulletin regarding “LA Practice in RI – Advocacy Letter to Regulatory Officials. This bulletin will be sent via e-mail (if addresses can be found) and regular**

**mail to Municipal Building, Zoning, Planning Officials, Managers, Solicitors as well as CRMC, RIDEM & RIDOT Directors & Legal Counsel. Attorney Bernstein made a few revisions.**

**SiteScapes - a letter will be sent asking them to clarify their services.**

**b. The next Board meeting is scheduled for 18 March 2009 at 2:00 PM.**

**AGENDA ITEM 8 Secretary/Treasurer made a motion, seconded by Ms. Votta, to adjourn at Adjournment 3:20 PM. The motion was passed unanimously.**

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